

Carleton University FIRST Alumni & Mentoring Association

Meeting of the Executive

Date: January 13th, 2019

Time: 6:00PM

Location: Teleconference (via Google Hangouts)

Participants: Anthony Caliciuri (President), Bradley Reid (Vice President - Internal), Mackenzie Willis (Executive-at-Large), Sayfullah Eid (FRC Kickoff Director), Sai Vikranth Desu (Vice President - Finance), Alex Churcher (Vice President - External)

Absent: Priya Tailor (FLL/FLL Jr. Director)

- 1. Call Meeting to Order**
- 2. Approval of Previous Meeting's Minutes**
 - a. Mac motioned to approve
- 3. Approval of Meeting Agenda**
 - a. Anthony would like to add item: Winter Office Hours
 - b. Anthony motioned to approve, seconded by Alex
- 4. Presentations from Members**
 - a. No members present
- 5. Items for Discussion**
 - a. New Business**
 - i. Financial Update**
 - We have the cheque from FED, full requested amount is received ready to be cashed
 - Reimbursement of all kickoff expenses will be paid out in coming weeks
 - In order to deposit cheques, Anthony will get card from Sai and prepare cheques
 - ii. 2019 Ottawa FRC Kickoff Debrief**
 - **Planning**
 - a. Revised sponsorship document with new numbers
 - b. Budget worked well
 - c. Potentially deal with lunch sooner than week of
 - d. Takes time to approve proposal and process cheque, meaning we need to start as soon as possible to get money
 - e. Some participants did not know that parking, pizza or coffee would be available
 - f. Important to plan for people coming by 8am, so is important to have as much set up as possible the night before

- **Lunch**

- a. Had enough for the day (we did 70 cup size and had $\frac{1}{4}$ left)
- b. Need to supply tea
- c. Pizza met dietary restrictions and got good reviews
- d. Too much gluten free (gluten free pizza is very expensive)
- e. Had leftover pizza
- f. Drinks had lower ratings, needed wider variety of soda as well as juice, iced tea and water. Crush disappeared almost instantaneously
- g. Use large containers of water and advertise to bring reusable water bottles
- h. Serving went well generally, we need to make sure we have one person per pizza so there is no cross contamination
- i. Potentially hand out pizza on a cart at each breakout classroom
- j. Consider having volunteers eat lunch first
- k. Ice packs or similar for cooling creamers/milk

- **Parking**

- a. Signs posted on the streets to get P-16 directions, potential to use the parking services, or “rent” their folding sandwich boards or make our own signs using FED funding
- b. Getting parking passes was straightforward due to CU FIRST rep at parking entrance
- c. Could improve map directions better as well
- d. Came close to moving people to a further parking lot so would need to plan this out for just in case

- **Kit pick up**

- a. Renting van caused last minute problems, could not find car rental place
- b. Reutz car rental gave lots of trouble to get the van as well, but only cost \$56 for rental (close to \$100 total)
- c. Need to make sure the kit distribution is controlled, potentially have a “reserved” parking for designated person for kit pickup and have designated CU FIRST person for this role as well

- **Navigation**

- a. Overall reception of signage was good, should

keep all the signs that Anthony made they are good

- **Classrooms**
 - a. Not enough outlets
 - b. Guest Wifi needs new password for new semester
- **Interaction with FED**
 - a. FED presence lacking, students were hoping to have some sort of presentation, and were reaching out to us as students instead to receive minutes
 - b. Should use statistics to promote event to FED next year, may or may not add additional questions about Carleton's impact
 - c. Missed out on tours, although may be difficult to do due to time constraints, we should reach out to SEO or Carleton recruitment office for tours if FED does not do similar thing
- **Pre-Live-Stream**
 - a. Prepare better intro with more introduction to ourselves and CU FIRST
 - b. People liked the intention of the kahoot trivia but did not like the execution and we need much better effort towards real ice breakers where we give members the ability to interact but not necessarily forced. Need to prepare for people to cheat in FIRST apparently
- **Strategy Session**
 - a. Not valued by many teams, but may be useful to keep as an optional event
- **Safety and Emergency Preparation**
 - a. Need to add emergency plan, evacuation points, points of contacts for first aid or other emergencies, incident reporting system
 - b. Foot patrol rents out first aid kits, would be worth looking into
 - c. Difference between small scale event and a real professional event
 - d. Mandatory emergency contacts for executives, and make them very well available to all attendees
- **Other**
 - a. Add registration table (stationary point of contact)
 - b. Used 4 tables for food and 3 for others
 - c. MS Services, need to meet with the staff well

before the event and give them your details. The actual pickup is done the afternoon before.

- d. Any locked rooms found day-of can be opened by Maintenance Services
- e. May be worthwhile to have a dedicated social media role
- f. In general, assign roles ahead of time with possibility for shifts for certain roles
- g. Potentially useful document to be made of how to run an event on campus, even present to other clubs

iii. FIRST Ottawa Community Event

- Maybe look into an event in the fall as it looks like the week before bag is hard for teams to commit to and a suitable location is hard to pin down

iv. FRC Mentoring & Team Support

- Have Alex with Lisgar, Sayf with RoboRavens and Sai helping a team via long distance
- Alex will reach out to teams to check if any occasional help is needed

v. Social Night Planning

- Could run event during 4 day period between events or before event season
- Aim for Tuesday March 5 for next board game night or other social event if someone has an idea

vi. Winter Office Hour Schedule

- Anthony has filled in availability in document, others will fill in availability as they work out their schedule

6. Adjournment